

Circumstances Permitting the Purchase of or Reimbursement for Light Refreshments* and/or Meals Using Appropriated and/or Gift Funds

<u><i>Appropriated funds may be used for:</i></u>	<u><i>Gift Funds may be used for:</i></u>
1) light refreshments at employee recognition and awards ceremonies as part of the Employee Recognition and Incentive Awards Program (65 Comp. Gen. 738)	1) light refreshments at employee recognition and awards ceremonies as part of the Employee Recognition and Incentive Awards Program (65 Comp. Gen. 738)
2) light refreshments and “working meals” incident to an authorized training program (i.e., Government Employees Training Act) necessary to achieve the objective of the training program (5 U.S.C. 4109)	2) light refreshments and “working meals” incident to an authorized training program (i.e., Government Employees Training Act) necessary to achieve the objective of the training program (5 U.S.C. 4109)
3) lunches, incident to an agency’s EEO/Cultural Awareness program, for guest speakers away from their homes or places of business, and small samples of ethnic foods served at a formal ethnic awareness program (60 Comp. Gen. 303)	3) lunches, incident to an agency’s EEO/Cultural Awareness program, for guest speakers away from their homes or places of business, and small samples of ethnic foods served at a formal ethnic awareness program (60 Comp. Gen. 303)
4) light refreshments at CFC and Savings Bond events inclusive of kick-off rallies, meetings, etc. 31 U.S.C. 1301(a)	4) light refreshments during scientific conferences , workshops, symposia, retreats , seminars and lectures **
	5) light refreshments during meetings of individuals and groups serving as advisors to the NIH ** (advisors must be nonfederal persons)
	6) light refreshments and “working meals” for postdoctoral trainees, senior executive staff and scientists being recruited through a formal search process for NIH positions. **
	7) light refreshments and meals at receptions honoring foreign dignitaries or prominent U.S. citizens related to the NIH mission **
	8) light refreshments and “working meals” for official foreign delegations traveling under bilateral agreements **
	9) light refreshments at special events that further the objectives of the NIH and include non-Government individuals, e.g., the NIH Open House, new building dedications, CFC, and Savings Bond drives ** (A)
5) light refreshments at conferences when the following conditions are met: a) It’s an official Government conference for which employee TDY travel has been authorized; b) At least 51% of the attendees are Federal employees who are in TDY travel status; c) The conference duration is at least 4 hours; and d) Appropriate procurement procedures were followed in advance of the conference.	N/A

Circumstances Permitting the Purchase of or Reimbursement for Light Refreshments* and/or Meals Using Appropriated and/or Gift Funds

<u><i>Appropriated funds may be used for:</i></u>	<u><i>Gift Funds may be used for:</i></u>
<i>(HHS Travel Chapter 1-20; NIH MC 1500-4-10)</i>	
<p>6) meals (as a part of per diem) for official business when attending a non-Government sponsored conference in the local travel area and the following conditions are met:</p> <ul style="list-style-type: none"> a) You are in travel status for a minimum of 12 hours; b) The registration fee is for attendance only and does not cover meals; c) The meals are incidental to the conference; d) Your attendance at the meals is necessary to full participation in the business of the conference; and e) You are not able to take the meals elsewhere without being absent from essential formal discussions, lectures, speeches concerning the purpose of the meeting, conference, etc. ** <p style="text-align: right;"><i>(CG Decisions; NIH MC 1500-06)</i></p>	N/A
<p>7) meals (as a part of per diem) for Federal Advisory Council members who reside in the local travel area when attending Government sponsored conferences (Letter from HHS 09/11/89). NOTE: All such local travel should be processed on a Travel Order via the ADB. Also, All NIH travelers (inclusive of Federal Advisory Council members) who receive a per diem allowance must reduce that allowance if meals are paid for by the Government or are included in a registration fee</p> <p style="text-align: right;"><i>(FTR 301-11.18; HHS Travel Chapter 5; NIH MC 1500-06)</i></p>	

***Definition – Light Refreshments**

For morning, afternoon, or evening breaks, includes, but is not limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins.

** NOTE: Provision of meals and/or light refreshments for this activity is governed by various CG Decisions that can be referenced at the web site address shown in (1) below.

(A) – So long as the special event or activity furthering the objectives of the NIH does not violate any restrictions imposed by the donor, and is reasonable under all circumstances, use of gift funds to provide light refreshments may occur at any level, e.g., Lab, Division, IC, etc.

Web Site Addresses:

- 1) CG Decisions: <http://www.gao.gov> / (Click on GAO Legal Products for Federal Appropriations Law)
- 2) Federal Travel Regulation: <http://www.policyworks.gov/org/main/mt/homepage/mtt/FTR/ftrhpfore.html#BMtablecont>
- 3) HHS Travel Policies and Procedures: <http://www.hhs.gov/of/travel/depguid.html>
- 4) NIH Travel (MC 1500) and Entertainment (MC 1160-1) Policies and Procedures: <http://www1.od.nih.gov/oma/manualchapters/Entertainment12> (05/17/02)

**Circumstances Permitting the Purchase of or Reimbursement for Light Refreshments* and/or Meals
Using Appropriated and/or Gift Funds**